

## **POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NO:** 28/2014  
**OPENING DATE:** 06/13/14  
**CLOSING DATE:** 07/04/14  
**POSITION TITLE:** VOUCHER EXAMINER/ALTERNATE CASHIER, FSN-8\* (Full Performance Level)  
**WHO MAY APPLY:** ALL HOST COUNTRY NATIONALS  
**OFFICE:** USAID/Central Asian Republics, Almaty, Kazakhstan

**MAJOR DUTIES:** Under the direct supervision of the Supervisory Voucher Examiner, incumbent:

1) reviews and analyzes all types of payment from travel vouchers to the most difficult and complex program and operating expense payment requests submitted to USAID/CAR and resolves any issues discovered during the voucher examination process; 2) examines payment requests from the employees, serviced clients from other agencies, contractors, grantees, and vendors applying different funding sources; 3) properly processes actions through the USAID and State financial management systems, performs a quality control analysis of all payment documents, ensures timely acceptance and approval of vouchers, monitors Prompt Payment requirements; 4) analyzes claims and payments under indefinite quantity contracts (IQC), purchase orders, fixed fee, Cost Reimbursable contracts, maintains advance/disbursement ledger for each contract/grantee; 5) examines and processes transportation invoices including storage, ensures that all shipments are tracked, recorded and paid; 6) performs the complete cashiering activities in the absence of principal cashier and ensures that only authorized payments or collections are made from the imprest fund; 7) maintains contact with USDO Cashier monitor to ensure that records are reconciled in timely manner; 8) scans complete voucher documentation set after the voucher has been processed and paid for permanent archiving; 9) maintains original files and records for payment vouchers and in accordance with the USAID Records Management regulations; 10) prepares reports related to the payment history, advance liquidation analysis, and others as requested using financial reporting systems 11) performs other duties as assigned.

### **MINIMUM QUALIFICATIONS/SELECTION CRITERIA:**

#### **- Education, skills and experience (60%):**

**\*Trainee Level (FSN-7):** Possession of a university degree in accounting and/or finance, public/business administration or related field. Minimum two years of progressively responsible voucher examining, accounting and related financial management work experience with an international organization. Thorough understanding of basic accounting and payment policies, procedures, and reporting requirements. A sound knowledge of computer software (Microsoft office applications) and electronic information handling. Individual should be well versed in performing monetary transactions such as giving and receiving cash.

**\* Full Performance Level (FSN-8):** Minimum qualifications at the Trainee Level, plus: Demonstrated proficiency with United States Government (USG) financial applications. Comprehensive knowledge of USG regulations and minimum one year of experience with the USG financial administration, voucher examining and audit, analysis of claims and payments for development assistance instruments (contracts and grants), and other internal administrative processes.

**Candidates not meeting Full Performance Level (FSN-08) requirements will be considered and, if selected, hired at Trainee Level (FSN-07).**

**- Teamwork/Interpersonal and Communication Skills (30%):** Excellent interpersonal and communication skills to articulate complex issues in oral and written form. Candidate must be highly organized, be strongly customer service oriented, able to work under pressure.

**- Language skills (10%):** Level III (good working knowledge) English and Level IV (fluent) Russian.

**TO APPLY:** The successful applicant must fully meet the minimum qualification requirements.

Qualified individuals are requested to submit a cover letter and curriculum vitae addressing each selection criterion detailed above with specific and comprehensive information supporting each item; and names, contact numbers, and addresses of three professional references. Candidates for trainee levels and applications on file may be considered. Packages should be received at the Executive Office (EXO) USAID/CAR, 41, Kazibek Bi St., Almaty 050010, Kazakhstan; Tel: (7-727) 2507612/17; Fax: (7-727) 2507634; E-mail: [almaexo\\_hr@usaid.gov](mailto:almaexo_hr@usaid.gov) by COB Friday, July 04, 2014. A copy of the Position Description is available in EXO/Personnel (ext 6353).

USAID/CAR reserves the right to obtain from previous employers relevant information concerning the applicant's past performance and may consider such information in its evaluation. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter, and USAID will delay such reference check pending communication with the applicant.

**\* Hiring grade will be commensurate with qualifications and experience in accordance with Mission Order 495-2 Procedures for the Establishment and Recruitment of Career Ladder FSNPSC Positions.**